

**Commonwealth of Massachusetts Human Resources Division  
2006 Police Promotional Exams for Sergeant, Lieutenant, and Captain  
Employment Verification Form**

**Instructions:** The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, October 21, 2006. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than 7 calendar days after the exam, or October 28, 2006.

**Applicants who are claiming the 25-Year Promotional Preference:** This Form will serve as the primary source of verification of an applicant's eligibility for this preference. For this exam series, time worked as a Permanent Reserve/Intermittent Firefighter or a Temporary Firefighter after certification may be applied toward an applicant's eligibility for this preference. Please be thorough in completing this form.

**Name of Applicant:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Verifying Department:** \_\_\_\_\_ **Exam Title:** \_\_\_\_\_ **Annc. #:** \_\_\_\_\_

**I. PERMANENT SERVICE**

List Date of Original Permanent Appointment: \_\_\_\_\_ Title: \_\_\_\_\_

List Dates and Reasons for any breaks in service: \_\_\_\_\_

**II. PROMOTIONS WITHIN DEPARTMENT**

**List Dates of Promotions and Rank:**

<u>Rank:</u>	<u>Date of Promotion:</u>
_____	_____
_____	_____
_____	_____

**III. RESERVE, INTERMITTENT, ACTING, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Cadet, Dispatcher, etc.)**

**List Service Prior to October 21, 2001 (10/21/01).**

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From - To)</small>
(Example: Acting Lieutenant)	35 Shifts	7/12/98 - 9/1/00
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**List Service On or After October 21, 2001 (10/21/01).**

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From - To)</small>
(Example: Temporary Captain)	FT	12/1/04-10/21/06
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Print Name of Appointing Authority (or designee):** \_\_\_\_\_

**Title of Designee:** \_\_\_\_\_

**Signature of Appointing Authority (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_